

BROWARD GOVERNMENTAL COOPERATIVE PURCHASING GROUP
(BROWARD CO-OP)

TO OUR PROSPECTIVE CONTRACTORS:

The attached Invitation to Bid or Request for Proposals represents a cooperative procurement for the Broward Governmental Cooperative Purchasing Group.

For the past several years, approximately twenty-six government entities have participated in cooperative purchasing in Broward County. The Co-Op was formed in an effort to provide cost savings and cost avoidance's to all entities by utilizing the buying power of combined requirements for common, basic items.

The government agencies participating in this particular procurement and their respective delivery locations are listed in the attached document.

Broward Cooperative Purchasing Group Procurement Operations Procedures:

All questions concerning this procurement should be addressed to the issuing agency, hereinafter referred to as the "lead agency". All responses are to be returned in accordance with the instructions contained in the attached document. Any difficulty with participating agencies referenced in this award must be brought to the attention of the lead agency.

Each participating governmental entity will be responsible for awarding the contract, issuing its own purchase orders, and for order placement. Each entity will require separate billings, be responsible for payment to the Contractor awarded this contract, and issue its own tax exemption certificates as required by the Contractor.

The contract/purchase order terms of each entity will prevail for the individual participating entity. Invoicing instructions, delivery locations, and insurance requirements will be in accordance with the respective agency requirements.

Any reference in the documents to a single entity or location will, in fact, be understood as referring to all participating entities referenced in the documents and cover letter unless specifically noted otherwise.

The awarded Contractor(s) shall be responsible for advising the lead agency of those participants who fail to place orders as a result of this award during the contract period.

The Contractor(s) shall furnish the Lead Agency a detailed Summary of Sales semi-annually during the contract period. Sales Summary shall include contract numbers, contractor's name, the total of each commodity sold during the reporting period and the total dollar amount of purchases by commodity.

Municipalities and other governmental entities which are not members of the Broward Governmental Cooperative Purchasing Group are strictly prohibited from utilizing any contract or purchase order resulting from this bid award. However, other Broward Co-Op members may participate in their contract for new usage, during the contract term, or on any contract extension term, if approved by the lead agency. New Co-Op members may participate in any contract on acceptance and approval by the lead agency.

None of the participating governmental entities shall be deemed or construed to be a party to any contract executed by and between any other governmental entity and the Contractor(s) as a result of this procurement action.

BROWARD CO-OP "WORKING TOGETHER TO REDUCE COSTS"

PARTICIPATING CO-OP MEMBERS

Contractor will be required to deliver to the following minimum locations, in accordance with the ITB requirements. If delivery quantities warrant, Contractor shall provide sufficient equipment or personnel to facilitate unloading the materials at the delivery location.

- 1. City of Coconut Creek
4800 W. Copans Road
Coconut Creek, FL 33063
Contact: Sheila McGann/954-973-6730**
- 2. Town of Davie
6591 Orange Drive
Davie, FL 33314
Contact: Herb Hyman/954-797-1016**
- 3. City of Hollywood
1715 N. 21 Avenue
Hollywood, FL 33020
Contact: Tom Fenton/954-971-3290**
- 4. City of Fort Lauderdale
949 NW 38 Street
Fort Lauderdale, FL 33309
Contact: Bob Malloy/954-492-7829**
- 5. City of Margate
1001 W. River Drive
Margate, FL 33063
Contact: Connie Guzzi/954-972-6454**
- 6. City of North Miami
776 NE 125 Street
North Miami, FL 33161
Contact: Pam Thompson/305-893-6511**
- 7. City of Pompano Beach
1190 NE 3 Avenue, Bldg. C
Pompano Beach, FL 33060
Contact: Leeta Hardin/954-786-4098**
- 8. City of Sunrise
14140 NW 8 Street
Sunrise, FL 33325
Contact: George Wood/954-572-2274**

PURCHASING DIVISION
100 N. ANDREWS AVENUE
FORT LAUDERDALE, FL 33301
(954) 761-5140
FAX (954) 761-5576

City of Fort Lauderdale
INVITATION TO BID/REQUEST FOR PROPOSAL
e-mail: purchase@ci.ftlaud.fl.us

ISSUE DATE: 3/28/00
PAGE 1 OF 13
BIDS MUST BE RECEIVED
PRIOR TO 2:00 P.M.
ON: 4/25/2000

INVITATION TO BID NO.:

TITLE: WATER METER BOXES AND COMPONENT PARTS (CO-OP BID)
PROCUREMENT SPECIALIST: Marsha M. Perri, CPPB/MarshaP@ci.ftlaud.fl.us **(954) 492-7816**
DEPT: PUBLIC SERVICES D&C
CONTACT FOR TECHNICAL QUESTIONS: MIKE BENNETT

Phone No.: **(954) 492-7832**

Bidder Must Complete the Following:

<p>Vendor Name</p> <p>Number & Street:</p> <p>City, State, Zip (+4) (see General Conditions Section 1.01)</p> <p>Was this Invitation mailed to the Correct address? Mark "X" here <input type="checkbox"/> and we will adjust our records</p> <p>Area Code and Telephone No. () _____ 800 _____ FAX () _____</p> <p>e-mail:</p> <p>Delivery: Calendar days after receipt of Purchase Order: (section 1.02) _____ days</p> <p>Payment Terms: (section 1.03) _____ net _____</p>	<p>Total Bid Discount (section 1.04) _____</p> <p>Bids are firm for Acceptance for 90 days (section 1.05) Yes _____ No _____ Other _____</p> <p>State or reference any variances (section 1.06)</p> <p>Web site address: http://www</p> <p>NO BID: If not submitting a bid, state reason below and return on copy of this form (section 1.07) _____</p> <p>Does your firm qualify for MBE, WBE, SBE status In accordance with Section 1.08 of General Conditions? MBE _____ WBE _____ SBE _____</p>
<p>How to Submit Bids/Proposals: It will be the sole responsibility of the Bidder to ensure that his bid reaches the City of Fort Lauderdale, City Hall, Purchasing Division, 6th floor, Room 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Do not submit via Facsimile. Facsimile bids will not be accepted.</p> <p>Each bid envelope must be sealed with the following information stated on the <u>OUTSIDE</u> of the envelope:</p> <p>BID/RFP No. 602-8301 Title: WATER METER BOXES Opens: 4/25/00</p> <p>Vendor Certification: I, the below signed hereby agree to furnish the required article(s) or services(s), at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. I have read all attachments and fully understand what is required. By submitting this bid, I certify that I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications contained in this bid. I certify that I have not divulged to, discussed with, or compared this bid with any other bidder(s) and have not colluded with any other bidder(s) or parties to this bid. I certify I am authorized to contractually bind the bidding firm.</p> <p>_____ Signature of Authorized Representative</p> <p>_____ Title (Typed or Printed)</p> <p>_____ Name of Authorized Representative (typed or printed)</p> <p>_____ Date: _____</p>	

**City of Fort Lauderdale
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Division of Purchasing. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 **BIDDER ADDRESS:** The City maintains automated vendor mailing lists for each specific Commodity Class Item. Invitation to Bid (ITB'S) will be mailed first to a selection of Bidders who have fully registered on our system. Requests will be mailed to unregistered Bidders within a reasonable time frame for that bid only. The mailing of one ITB to the vendor, nor a bid in return, will register a vendor on our system. If you wish purchase orders sent to a different address, please so indicate. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 **DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 **PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 **TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 **BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that his bid and the prices quoted in his bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 **VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.07 **NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 **MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its purchasing activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term 'Minority Business Enterprise' means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

- 2.01 **BIDDING DEFINITIONS:** The City will use the following definitions in it's general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
BID – a price and terms quote received in response to an ITB.
PROPOSAL – a proposal received in response to an RFP.
BIDDER – Person or firm submitting a Bid.
PROPOSER – Person or firm submitting a Proposal.
RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
The following terms may be used interchangeably by the City: ITB, or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement, or Purchase Order.
- 2.02 **SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

- 3.01 **SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Purchasing Office, or other designated area, in the presence of Bidder's, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 **MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 **PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 **TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for Federal Excise taxes is 59-74-0111K, and State Sales tax exemption number is 16-03-196479-54C.
- 3.05 **WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 **APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of **APPROVED EQUAL**, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in his bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in his bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 **MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet, or exceed these items, and feels that the technical specifications are overly restrictive, he must notify the Purchasing Division immediately. Such notification must be received by the Purchasing Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.

- 3.08 **MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle him to any relief from the conditions imposed in the contract.
- 3.09 **SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 **LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion, that will most accurately estimate total cost of use and ownership.
- 3.11 **BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 **USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 **QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Purchasing Manager reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 **BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order, cashiers check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 **PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., The Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the City will treat all materials received as public records.
- 3.16 **PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 **RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.
- If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.
- 3.18 **LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

PART IV BONDS AND INSURANCE

- 4.01 **PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the City, drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the City and issued in favor of the City of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, he must have prior City approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 **INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Purchasing Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an **ADDITIONAL INSURED** and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting his bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

- 5.01 **COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidder's name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
 - All City Departments being advised to refrain from doing business with the Bidder.
 - All other remedies in law or equity.
- 5.02 **ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 **SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 **ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB he will supply only material or equipment that is 100% asbestos free.
- 5.05 **OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, he will, if he has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 **VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 **INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 **INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.

- 5.09 **TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 **TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 **CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 **RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
- 5.13 **PERMITS, TAXES, LICENSES:** The successful Contractor shall, at his own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under this contract.
- 5.14 **LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 **NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 **UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party to the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
 2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
 3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a state period of time.
- If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.
- 5.17 **ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 **PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 **ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Manager or selected designee.
- 5.20 **LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

**City of Fort Lauderdale
Purchasing Division
Invitation to Bid No. 602-8301
Concrete/Concrete Polymer Reinforced *and* Polyethylene Water Meter Boxes
And Component Parts**

Part 1. General Information and Requirements

- 1.01 INTENT:** The City of Fort Lauderdale, on behalf of the Broward County Governmental Purchasing Co-operative Group is hereby requesting bids from qualified vendors to supply ***Concrete, Concrete Polymer fiber reinforced and Polyethylene Water Meter Boxes and Component Parts*** as per the specifications contained herein.
- 1.02 CONTRACT TERM:** The contract term shall be for a period of two (2) years, commencing approximately June 8, 2000, or when approved by the City. The contract shall have provisions for extensions for up to two (2), two year periods, provided: both parties to the agreement approve; all terms, conditions and specifications remain the same; and the extension is approved by the City.
- 1.03 INFORMATION:** For information regarding bidding procedures, contact:

**Marsha M. Perri, CPPB
Procurement Specialist II
Public Services Department
Telephone: (954) 492-7816**

For information regarding the technical specifications, contact:

**Mike Bennett
Water Distribution Supervisor
Public Services
Telephone: (954) 492-7832**

Such contact will be for clarification purposes only. Material changes, if any, to the technical specifications or bidding procedures will only be transmitted by written addendum.

- 1.04 COMPETENCY OF BIDDERS:** Pre-award inspection of the bidders facility may be made prior to award of the contract. Bids will be considered only from firms which are regularly engaged in the business of providing the goods and/or services as described in the Invitation to Bid and who can produce a satisfactory record of performance for a reasonable period of time; have sufficient financial support, sufficient delivery fleet and organization to insure that they can satisfactorily execute the services if awarded a contract under the terms and conditions stated herein.

1.05 MANUFACTURER'S NAME AND APPROVED EQUAL: The bidder may offer any brand which **meets** or **exceeds** the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. **It will be the responsibility of the bidder to supply descriptive literature and/or specifications for those items. Bids which do not comply with these requirements are subject to rejection. The City of Fort Lauderdale will be the sole judge in determining if the item bid qualifies as an approved equal.**

1.06 VARIANCES AND EXCEPTIONS: Bidder **must** state in detail any variances or exceptions to the specifications, terms and conditions in the space provided on Page 1 of this Invitation to Bid. If variances or exceptions are noted elsewhere and/or attached, then you must make reference to that fact in the space provided.

1.07 QUANTITIES REQUIRED: Exact quantities cannot be predetermined, but estimated annual expenditures are projected as follows:

Group I. Concrete/Polymer and fiber reinforced water meter boxes and component parts:

\$296,735.00

Group II. Concrete Water Meter Boxes and Component Parts

\$76,540.00

Group III. Polyethylene Water Meter Boxes and Component Parts

Undetermined

These figures are for all participants.

Estimated annual expenditures may be adjusted to meet requirements. Proposed expenditures are projected for tabulation and information purposes only. No warranty is given or implied as to the specific item or minimum quantity that will be purchased during the contract period.

1.08 INSURANCE: Without limiting any of the other obligations of liability of the Contractor, Contractor shall provide, pay for, and maintain in force throughout the contract term, and any extension term(s), the insurance coverage set forth in this section. The Contractor shall furnish original certificates to the City's Purchasing Manager, and receive approval by the City's Risk Manager, **prior** to the commencement of any work. Such certificates shall name the City **and any other participating government agency** in Broward County, named herein, as an **"Additional Insured"**, per the sample insurance certificate attached.

Notice of cancellation and/or restriction: The policy(s) must be endorsed to provide the City with thirty (30) days notice of cancellation and/or restriction.

1.08.01 **Worker's Compensation Insurance & Employers Liability Insurance** to apply for all employees, in compliance with the "Worker's Compensation Law" of the State of Florida and all applicable Federal laws. In addition the policy must include:

1.08.01.01 Employers Liability:
Minimum limits of one hundred thousand (\$100,000.00) dollars each accident.

1.08.02 **Commercial General Liability:** Minimum limits of five hundred thousand (\$500,000.00) dollars per occurrence combined single limit for Bodily Injury Damage and Property Damage liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial General Liability policy, without restrictive endorsements, as filed by the Insurance Services Office and must include:

1.08.02.01 Premises and/or operations
1.08.02.02 Independent Contractors
1.08.02.03 City and any other government entity in Broward County, named herein, is to be included as an **"ADDITIONAL INSURED"** with respect to liability arising out of operations performed for the City in connection with the general supervision of such operation. Costs for adding the City as **"ADDITIONAL INSURED"** will be at the Contractor's expense.

1.08.03 **Business Automobile Liability:** Minimum limits of five hundred thousand (\$500,000.00) dollars per occurrence combined single limit for Bodily Injury Liability and Property policy, without restrictive endorsements, as filed by the Insurance Services Office and must include:

1.08.03.01 Owned Vehicles

A copy of your Certificate of Insurance is to be included with your bid. In the event that you are the successful bidder, you will be required to provide a certificate naming the City as **"ADDITIONAL INSURED"**.

Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced to the City's satisfaction at no additional cost to the City.

1.09 AWARD: Award will be made to the responsive and responsible bidder whose product and/or service meets the terms, conditions, and specifications and whose bid is considered to best serve the interest of the ordering agency.

1.10 DELIVERY AND UNLOADING: The products covered under this Invitation to Bid are to be delivered on an "as required" basis to any location stated by the participating agencies referenced in this bid. The specific location(s) will be designated by the ordering agency.

Items requiring palletization are to be shipped on non-returnable pallets.

This proposal will fix the number of calendar days required for delivery upon receipt of purchase order:

Number of delivery days:_____

1.11 PRICING: It is the intent of this bid to request that participating vendors offer a percentage discount from an established price list. This will eliminate the need to list each of the different items required by the agencies represented in the bid. All pricing and percentage discounts are to remain firm for the term of the contract.

Percentage discount bid will take into consideration any handling and/or delivery charges. Net prices computed from the discounts and price lists submitted herein will be the total and complete delivered price.

Vendors may indicate additional discount(s) available for quantity "stock orders" as applicable. Vendors **must** indicate terms and minimum qualifying quantities for special discounts offered.

1.12 PRICE LISTS: One copy of the applicable price list covering those groups you are bidding **must** be submitted with your bid. Failure to provide applicable price list(s) may result in the rejection of your bid.

Successful bidder(s) will, if so requested, provide to participating agencies additional copies of price lists and catalogs covering items awarded.

1.13 INVOICING: Upon each shipment, each invoice is to reflect the purchase order number, ordering department, quantity delivered, description of item delivered, unit price, extension, and total sum due.

1.14 TAX EXEMPTION: Exclude from your bid price any State Sales Tax or Federal Excise Tax. The City of Fort Lauderdale is exempt from paying these taxes. Exemption numbers appear on the purchase order.

1.15 PAYMENT: Payment will be made upon each shipment after receipt of services requested and approval of invoice for such services.

1.16 SELLING, TRANSFERRING OR ASSIGNING CONTRACT: No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the City.

1.17 LAWS/ORDINANCES: The Contractor shall observe and comply with all Federal, State, local and municipal laws, ordinances, rules and regulations that would apply to this contract.

1.18 MINORITY PARTICIPATION: The City of Fort Lauderdale wants to increase the participation of minority business enterprise (MBE) and women business enterprise (WBE) in its purchasing activities. While the City does not have any preference or set aside programs, it is committed to a policy of equitable participation for these firms. If your firm qualifies, please indicate in Section 1j. on the first page of this Invitation to Bid.

If awarded a contract as a result of this proposal, and if the awarded Contractor is claiming minority status in accordance with Section 1.08 of the General Conditions, then said Contractor shall be requested to apply for certification by Broward County, Florida, Division of Equal Employment and Small Business Opportunity. Contractor shall provide documentation of application and once approved or disapproved by Broward County, must also provide that documentation to the Purchasing Division of the City of Fort Lauderdale.

See General Conditions Section 1.08 for MBE and WBE definitions.

- 1.19 SIGNATURE REQUIREMENT:** Bidder please insure that you have signed Page 1 of this Invitation to Bid. Omission of a signature on that page may result in the rejection of your bid.

PART 2. SPECIFICATIONS

GROUP I.

CONCRETE/POLYMER AND FIBER REINFORCED WATER METER BOXES AND COMPONENT PARTS

- ❑ All covers shall meet the requirements for incidental traffic H-20 loading as established by A.A.S.H.T.O. All boxes shall meet H-20 traffic rating.
- ❑ All boxes and component parts shall meet the requirements of Section A-8 of ASTM C-857 (or latest revision) on the minimum structural design loading for underground pre-cast concrete utility structures.
- ❑ All covers shall be designed to fit and interchange with standard concrete boxes.
- ❑ All covers shall be fitted with meter reader lids, hinged with brass or stainless steel pivot pins or solid and bolted down.
- ❑ All meter boxes and component parts should have a compression strength of at least 10,000 psi. Meter boxes are to be made available as straight and flared wall type.
- ❑ Meter boxes and component parts shall meet the requirements of ASTM D570 (or latest revision) standards for water absorption. Gaining no more than one half of one percent in weight after exposure to moisture as established by the specification procedure. Meter boxes and component parts shall be unaffected by UV light and subsoil chemicals.
- ❑ All dimensions of meter boxes and component parts shall meet the US Standards of Measurement in feet and inches.
- ❑ All meter boxes and component parts shall be manufactured in the United States.
- ❑ All meter boxes and component parts are to be available as bolted and/or with touch-read holes.
- ❑ All meter reader lids must open less than 90° so that the reader lids are self-close.
- ❑ All boxes to be footed.
- ❑ All meter boxes and component parts shall be warranted against materials and workmanship for a period of one year.

GROUP II.
CONCRETE WATER METER BOXES AND COMPONENT PARTS

- ❑ All boxes and covers shall meet the requirements for H-20 and/or H-20-S616 (or latest revision) per A.A.S.H.T.O. standard specifications for highway bridges.
- ❑ All forms used in placing concrete are to be of sufficient design and bracing to maintain alignment under pressure during pouring and vibrating of concrete.
- ❑ All aggregates, fine and coarse, must conform to the requirements of ASTM C-33 (or latest revision). The aggregates are to be free of all deleterious substances that would cause reactivity with oxidized hydrogen sulfide.
- ❑ Meter boxes and component parts are to be manufactured with Portland cement that conforms to ASTM C-150, Type II. The cement content must be adequate to produce a minimum strength of 5,000 psi or other specified strengths as might be needed.
- ❑ All reinforcing steel, including welded wire fabric, is to be of the size and in the location as specified. All reinforcing is to be sufficiently tied to withstand displacement during the pouring operation. All bars are to be intermediate or hard grade billet steel conforming to ASTM A615 Grade 60 (or latest revision).

GROUP III.
POLYETHYLENE WATER METER BOXES AND COMPONENT PARTS

- ❑ The meter box shall be made from 100% homogenous polyethylene material. Exterior wall shall be of smooth finish, black in color and have ultraviolet degradation protection properties for above ground storage. Interior wall shall be smooth finish and be white in color facilitating illumination of interior area. Wall thickness shall be a minimum of 0.550 inches with wall core interior area of rigid foam construction offering insulation and tensile strength. Vertical crush to exceed 20,000 pounds and sidewall loading to exceed 180 pounds per square inch. A flange shall encircle the top area for installation in concrete.
- ❑ Meter box lids shall be cast of ductile iron conforming to ASTM A-536-84, grade 60-40-18. The meter box lid shall meet or exceed Federal specification RR-F-621D for a minimum proof load of 25,000 pounds on a 9" x 9" area. This testing shall be verified by an independent third party laboratory.
- ❑ All meter box lids shall be cast and assembled in the USA. Where space permits, raised lettering on the castings shall identify the manufacturer, foundry, and county of origin.
- ❑ Submittal information with each shipment shall include certification from the foundry and third party laboratory that the above requirements have been met.
- ❑ All meter box lids shall offer a 10 year limited warranty.

PART 3. BID FORMAT

It is the intent of this bid to request that participating vendors offer a percentage discount from an established price list. This will eliminate the need to list each of the different items required by the agencies represented in this bid. All pricing and percentage discounts are to remain firm for the term of the contract. In the event that we receive bids from more than one responsive and responsible bidder, the ordering agency will have the option to award to that bidder who best meets their needs.

In order for your bid to be properly evaluated, you must submit a copy of your current catalog and price list with your bid. Failure to do so could result in the rejection of your bid.

Group I. Concrete/polymer and fiber reinforced Water Meter Boxes and Component Parts
Estimated Annual Expenditure (for all participants): \$296,735.00

State Manufacturer you are bidding: _____
Minimum delivery requirement: _____
Price list identification: _____
Percentage discount you are bidding: _____
State any additional cost for specific logo of the ordering agency: \$ _____
Bidder is to indicate the manufacturer's standard warranty and guarantee against defective materials and workmanship: _____
State your return policy: _____
Have you enclosed one copy of your price list? YES _____ NO _____

Group II. Concrete Water Meter Boxes and Component Parts
Estimated Annual Expenditure (for all participants): \$76,540.00

State Manufacturer you are bidding: _____
Minimum delivery requirement: _____
Price list identification: _____
Percentage discount you are bidding: _____
State any additional cost for specific logo of the ordering agency: \$ _____
Bidder is to indicate the manufacturer's standard warranty and guarantee against defective materials and workmanship: _____
State your return policy: _____
Have you enclosed one copy of your price list? YES _____ NO _____

Group III. Polyethylene Water Meter Boxes and Component Parts
Estimated Annual Expenditure (for all participants): Undetermined

State Manufacturer you are bidding: _____
Minimum delivery requirement: _____
Price list identification: _____
Percentage discount you are bidding: _____
State any additional cost for specific logo of the ordering agency: \$ _____
Bidder is to indicate the manufacturer's standard warranty and guarantee against defective materials and workmanship: _____
State your return policy: _____
Have you enclosed one copy of your price list? YES _____ NO _____

